



Community Development
10000 Centennial Parkway
Sandy, Utah 84070
Telephone # (801) 568-7250
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Property Line Adjustment Requirements

Revised Feb 2011

General Information

In order to change the location of the property lines of two or more adjoining parcels of real property, by transferring property from one owner to another, the following requirements shall be completed prior to receiving final approval from Sandy City. This same process must be followed for joining two properties together. We strongly recommend that the advice of a **title company and land surveyor** be retained to help the applicant through the process. The applicant must complete the requirements found on page 2.

For staff use only

File Number: _____ **Date Filed:** _____ **Fee:** _____ **Assigned Planner:** _____

Application Information

Property Owner "A"

Name: _____ **Email:** _____
(Current Title Holder as shown on County Records)

Property "A" Address: _____ **Tax ID:** _____

Mailing Address: _____ **Zip Code:** _____
(If different from Property Address)

Phone #: Home/Cell: _____ **Office:** _____ **Fax:** _____

Property Owner "B"

Name: _____ **Email:** _____
(Current Title Holder as shown on County Records)

Property "B" Address: _____ **Tax ID:** _____

Mailing Address: _____ **Zip Code:** _____
(If different from Property Address)

Phone #: Home/Cell: _____ **Office:** _____ **Fax:** _____

Title Company: _____

Contact: _____ **Email:** _____

Mailing Address: _____ **City, State, Zip:** _____

Phone #: Office: _____ **Fax:** _____ **Cell:** _____

Land Surveyor: _____

Contact: _____ **Email:** _____

Mailing Address: _____ **City, State, Zip:** _____

Phone #: Office: _____ **Fax:** _____ **Cell:** _____

Information Required For a Complete Submittal

1. _____ Submit the following information to Sandy City for review and approval:
 - A. Property legal descriptions as follows:
 - 1) A legal description for each of the properties that will be affected by the proposed changes, as they are currently exist on record with the Salt Lake County Recorder's Office. Include the square footage and the Salt Lake County parcel number of each property.
 - 2) A legal description for each of the properties that will be affected by the proposed change, in their final proposed configuration(s). Include the new square footage and the Salt Lake County parcel number of each property.
 - 3) Each legal description shall be prepared, stamped certified, and signed by a professional land surveyor that is currently licensed in the State of Utah.
 - B. Property transfer deed(s) that are executed, but not recorded. In most cases, this can be done with two deeds. For example:
 - Deed from Property Owner "A" to Property Owner "B" the final proposed legal description of Property Owner "B".
 - Deed from Property Owner "B" to Property Owner "A" the final proposed legal description of Property Owner "A".

In the event of a lot/property consolidation, there would be one deed from the Property Owner to themselves with the proposed combined legal description. This deed should contain a specific notation as to the purpose of this deed relating to a property consolidation.
 - C. "Notice of Approval" document (see example document attached hereto) that is completely filled out and properly executed by all affected parties that have ownership interest in the subject properties, declaring approval of the property line adjustment. All signatures shall be acknowledged by a currently authorized notary public.

Note: Electronic copies of this document are available from the assigned planner for input and customization for the specific case information.
 - D. A plat map exhibit showing how the parcels will be configured upon completion of the Lot Line Adjustment. Show a north arrow and scale, bearings and distances, curve tables, location of structures, easements, setback lines or other information as requested by Sandy City. This shall be on an 8.5" x 11" paper.

Note: All easements, as shown on the original Subdivision Plat or those of record, will not be altered through this action. If you are seeking to build over these easements or adjust their location in any way, this must be handled through a separate real estate transaction with the affected entities. Proof of those easement releases must be presented at the time of building permit application. You may need to consult with a Property Attorney, Title Company, or Licensed Surveyor for more information to resolve these issues.

All Deeds of Trusts, Mortgages, Notes or other documents that adversely affect the title to these affected properties are not amended through this action. These must be amended through a separate real estate transaction with the affected entities. You may need to consult with a Property Attorney, Title Company, or Licensed Surveyor for more information to resolve these issues.
2. _____ Pay the Application Fee (Verify fee amount with Staff)
3. _____ Upon receiving the approved and executed "Notice of Approval" document from Sandy City, have the following recorded at the Salt Lake County Recorder's Office, in this order:
 - A. Property transfer deed(s).
 - B. The "Notice of Approval" document with the attached map exhibit.
4. _____ Return a copy of the recorded documents referenced in step 3 to the assigned planner.
5. _____ Provide a separate limited title report or informational report (provided by a title company) for each of property that was altered, showing that the property was properly transferred and configured as approved by Sandy City.

When Recorded Return To:

NOTICE OF APPROVAL OF PROPERTY LINE ADJUSTMENT

An exchange of title in accordance with 10-9-808 UCA and 15A-30-07 Revised Ordinances of Sandy City, herein referred to as a "property line adjustment", is hereby considered for approval for adjacent parcels of land which are currently described as follows (see also the attached reference map):

Parcel "A":

Parcel Identification No.:
described as:

(Insert currently recorded legal description of said parcel)

containing _____ square feet

AND,

Parcel "B":

Parcel Identification No.:
described as:

(Insert currently recorded legal description of said parcel)

containing _____ square feet

Said property line adjustment will result in the following new descriptions of the above described parcels:

Revised Parcel "A":

Parcel Identification No.:
described as:

(Insert revised legal description of said parcel)

containing _____ square feet

AND

Revised Parcel "B":

Parcel Identification No.:
described as:

(Insert revised legal description of said parcel)

containing _____ square feet

I (We), the undersigned owner(s) of the herein described property known as Parcel "A", identified by Parcel Identification No. _____, do hereby declare that I (we) do approve of the above described property line adjustment.

On the _____ day of _____, 20____, personally appeared before me _____
_____, the signer(s)
of the above instrument, who being by me duly sworn, did acknowledge that _____ executed the same.

Residing in:

PROPERTY OWNER APPROVAL

I (We), the undersigned owner(s) of the herein described property known as Parcel "B", identified by Parcel Identification No. _____, do hereby declare that I (we) do approve of the above described property line adjustment.

Witness the hand(s) of said owner(s), this _____ day of _____, 20____.

STATE OF _____)
COUNTY OF _____) ss

On the _____ day of _____, 20____, personally appeared before me _____
_____, the
signer(s) of the above instrument, who being by me duly sworn, did acknowledge that _____ executed
the same.

Notary Public

My Commission Expires:

Residing in:

SANDY CITY APPROVAL

I, Michael G. Coulam, in accordance with 15A-30-07 Revised Ordinances of Sandy City, serving in my capacity as the Sandy City Community Development Director, approve the above described property line adjustment of parcels as proposed by adjoining property owners of record, where as:

- (a) no new dwelling lot or housing unit results from the property line adjustment;
- (b) the adjoining property owners consent to the property line adjustment;
- (c) the property line adjustment does not result in remnant land that did not previously exist; and
- (d) the property line adjustment does not result in a violation of applicable zoning requirements.

Signed this _____ day of _____, 20_____.

Michael G. Coulam,
Sandy City Community Development Director

STATE OF UTAH)
 ss
COUNTY OF SALT LAKE)

On this _____ day of _____, 20_____, personally appeared before me Michael G. Coulam, Sandy City Community Development Director, the signer of the above, who, being duly subscribed and sworn, did acknowledge to me that he executed the same.

Notary Public

My Commission Expires:

Residing in:

When Recorded Return To:

NOTICE OF APPROVAL OF PROPERTY LINE ADJUSTMENT

An exchange of title in accordance with 10-9-808 UCA and 15A-30-07 Revised Ordinances of Sandy City, herein referred to as a "property line adjustment", is hereby considered for approval for adjacent parcels of land which are currently described as follows (see also the attached reference map):

Parcel "A":

Parcel Identification No.:
described as:

(Insert currently recorded legal description of said parcel)

containing _____ square feet

AND,

Parcel "B":

Parcel Identification No.:
described as:

(Insert currently recorded legal description of said parcel)

containing _____ square feet

Said property line adjustment will result in the following new descriptions of the above described parcels:

Combined Parcel:

described as:

(Insert combined legal description of said parcel)

containing _____ square feet

Address of combined property:

PROPERTY OWNER APPROVAL

I (We), the undersigned owner(s) of the herein described property known as Parcel "A" and "B", identified by Parcel Identification No. _____ and Parcel Identification No. _____, do hereby declare that I (we) do approve of the above described property line adjustment to combine these properties into one parcel.

Witness the hand(s) of said owner(s), this _____ day of _____, 20____.

_____	_____
_____	_____
_____	_____

STATE OF _____)
COUNTY OF _____) ss

On the _____ day of _____, 20____, personally appeared before me _____
_____, the signer(s)
of the above instrument, who being by me duly sworn, did acknowledge that _____ executed the same.

Notary Public

My Commission Expires:

Residing in:

SANDY CITY APPROVAL

I, Michael G. Coulam, in accordance with 15A-30-07 Revised Ordinances of Sandy City, serving in my capacity as the Sandy City Community Development Director, approve the above described property line adjustment of parcels as proposed by adjoining property owners of record, where as:

- (a) no new dwelling lot or housing unit results from the property line adjustment;
- (b) the adjoining property owners consent to the property line adjustment;
- (c) the property line adjustment does not result in remnant land that did not previously exist; and
- (d) the property line adjustment does not result in a violation of applicable zoning requirements.

Signed this _____ day of _____, 20_____.

Michael G. Coulam,
Sandy City Community Development Director

STATE OF UTAH)
 ss
COUNTY OF SALT LAKE)

On this _____ day of _____, 20____, personally appeared before me Michael G. Coulam, Sandy City Community Development Director, the signer of the above, who, being duly subscribed and sworn, did acknowledge to me that he executed the same.

Notary Public

My Commission Expires:

Residing in:
